



Buildings Maintenance Technician

Mt. Prospect Park District

Contact Name: Mary Kiaupa

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Closing Date:

Salary: DOQ

Description:

Incorporated in 1955, the Mt. Prospect Park District provides recreation programs, facilities and services to over a quarter million residents of Mount Prospect and portions of Des Plaines, Arlington Heights and Elk Grove Village. Encompassing more than 450 acres, the District offers over 30 neighborhood parks and facilities including the Mt. Prospect Golf Club, pools, fitness centers, ball diamonds, art studio, dog park, conservatory/greenhouse and extensive bike and walking paths. Each four season program guide offers over 1,000 programs and events for all ages.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:
<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Maintenance>

Or, you can visit us at www.mppd.org – click on “Careers” at the top of the page and look under Vacancies for the Maintenance/Buildings Maintenance Technician job posting.

We are searching for a full-time Buildings Maintenance Technician. The Mt. Prospect Park District Buildings Maintenance Technician is responsible for performing routine repair and maintenance of all Park District buildings and facilities as directed by the Buildings Department Manager. Applicants must be at least 18 years old to apply. Must be able to lift 50 pounds and pass a pre-employment physical, Illinois Drivers' License record check and criminal background check.

The starting pay for the full-time Buildings Maintenance Technician depends on qualifications. We offer a generous benefit package including Medical, Dental, Short-Term Disability, Long-Term Disability (IMRF), Pension (IMRF), 457 Plan, Paid Time Off, Park District Facility Discounts and Usage Benefits, Life Insurance and a Vision Reimbursement Program.

DUTIES:

Perform the job functions of the Buildings Department including but not limited to remodeling jobs, repairs on buildings and outside facilities, maintain and repair swimming pools, heating and a/c systems, perform necessary electrical maintenance, carpentry and plumbing work.

Perform exterior maintenance as needed on a year-round basis.

Utilize the man-lift when required.

Work with fellow employees in a productive manner and train them when necessary.

Coordinate work with others working on the same job or project.

Participate in a preventive maintenance program.

Purchase materials as needed with the approval of the Buildings Department Manager.

May be required to work special events from time to time at nights and on weekends.

Respond in person for emergency night and weekend jobs when contacted. Required to participate in the emergency phone program.

Participate in the Park District's Safety Training programs.

Be familiar with and abide by Park District policies and procedures.

All other duties as assigned by the Buildings Department Manager, Director of Parks and Planning, and/or the Executive Director. However, in an emergency, perform all other duties as required.

QUALIFICATIONS:

Must be at least 18 years old. Must be a high school graduate or possess a G.E.D. equivalent or combination of experience and training which provides the required knowledge, skills and abilities.

Must possess a valid driver's license. Must possess or have the ability to obtain a valid Illinois Class C Driver's License within six (6) months of employment and maintain throughout employment with the District.

Must have three (3) years minimum experience in building, facility and aquatic maintenance.

Must possess or obtain a valid AFO or CPO aquatic certification within the first year of employment and maintain throughout employment with the Mt. Prospect Park District.

Must be familiar with the use of large outdoor construction equipment such as loaders, backhoes, or skid steers.

Possess thorough knowledge in the use of common hand tools and power tools.

Must possess the ability to work from drawings, blueprints and specifications.

Must be able to communicate effectively with others to allow for coordination of work and in emergency situations if needed.

Must participate in the Park District safety training program and adhere to Park District safety procedures.

Must possess the ability to work with little or no supervision.

Must be able to respond in person for urgent and/or emergency night and weekend jobs when contacted.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS AND REQUIREMENTS:

Must be able to stand and/or walk for long periods of time. Must be physically able to frequently ascend/descend more than a 25% grade. Must be able to lift 50 pounds. Additionally, must be able to push/pull, reach, occasionally balance, bend at waist (touch the floor with fingertips), climb, crawl, crouch, kneel for long periods of time, sit, stoop and constantly handle objects.

The Buildings Maintenance Technician will work indoors and outdoors. When outdoors, may be exposed to outdoor conditions including water, sun, high humidity, and excessive heat and cold.

The general indoor work area is a smoke-free environment with controlled temperature and fluorescent lighting. May be exposed to sounds and noise levels that are distracting at times.

Due to the needs of the Park District, evening, weekend, and holiday hours may be required. The work schedule may vary and the workweek may exceed 40 hours at times. Please note that regular and reliable attendance is an essential function of this position.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion, or modification of essential job duties.

The Mt. Prospect Park District is an equal opportunity employer.